

GRANT WRITER

NATURE OF WORK

Procuring funding for the Metropolitan Agency for Planning & Economic Development District of Northern Illinois ("RPC") and its partner organizations through responses to grant announcements and Request for Proposals/Request for Qualifications. Grant management and compliance work in the planning and administration of specialized programs emanating from RPC, in accordance with federal & state laws as well as RPC policies. The grant manager will at times submit reports to funders, serve as liaison to participating organizations, and works with researchers to gather data, and prepare required forms and reports for grant compliance. The grant manager will also participate on data analysis project teams to support the analyzing, aggregating and reporting on information for RPC program partners.

ESSENTIAL FUNCTIONS *(These essential duties are only illustrative.)*

Identify service and resource providers for grant programming

Research studies and reports related to program outcomes, best practices, and research-based initiatives.

Coordinate program activities with outside agencies.

Assist researcher in gathering, analyzing and reporting data to internal and external partners and the general public.

Assist with the identification of alternate sources of funding and/or creative partnerships

Coordinate and conduct activities as assigned by policy groups for program sustainability

Establish work schedules for external case coordinators related to specific grant-funded programs

Notify committee members of upcoming meetings and conduct outreach to sustain partner engagement in grant-funded initiatives

Attend, facilitate and report on committee meetings

Ensure that program is making satisfactory progress toward all program goals and objectives according to grant agreements and federal, state, and local regulations.

Ensure that implementation of programs adheres to program models, strategies, and grant deliverables to maintain fidelity to evidence-based practices.

Assist researcher with identifying data sets, facilitating partnerships to gain participation in shared data system participation, facilitating partnerships and providing signed MOU's.

Evaluate operations and activities, recommend improvements and modifications, and prepare associated reports for internal and external meetings.

Review administrative practices of programming partners and make recommendations for improvement.

Coordinates grant compliance activities with other department personnel and other partner organizations; attends meetings, conferences and workshops.

Participates in designing programs and writing supporting narratives used to prepare grants including, but not limited to, responses to federal and state funding opportunities.

Evaluates, recommends, and prepares appropriate changes in proposed program operations, procedures, and budget.

Maintains reasonable and predictable attendance

Other duties as assigned.

SUPERVISION RECEIVED

Works under the supervision of the Deputy Director & Executive Director of the RPC. Work is performed according to extensive federal and state regulations and most guidance comes from regulations governing each funding source. Work is reviewed daily for accuracy, completeness and adherence with federal and state laws and regulations and RPC rules and regulations. Work is reviewed annually for overall results achieved.

WORKING CONDITIONS & PHYSICAL DEMANDS

Work activities are primarily sedentary in nature, sitting at a desk operating a personal computer, although movement about the work area is by walking or by other means.

SUCCESS FACTORS (KSAs)

Considerable knowledge of federal, state, and local laws, rules and regulations pertaining to Community Development and Human Services grant programs. Ability to relate and identify linkages of these programs to regional infrastructure, community development and economic growth within the service territory. Ability to link initiatives within the region to initiatives with partners outside the defined region.

Knowledge of community development and human services principles and practices.

Knowledge of MS Office Suite or other word processing, spreadsheet and data base software standards that may be adopted by City departments.

Ability to interpret and explain laws, regulations, funding announcements, grant agreements, subawards, policies and procedures applicable to the housing, human services and community development grant programs.

Ability to synthesize large amounts of information and abstract ideas into defined programs and initiatives and link those programs and initiatives to potential funding sources.

Ability to analyze and report on data provided by research partners and other sources.

Ability to write persuasively while adhering to complex technical requirements and instructions from RFPs/RFQs/FFOs/NOFAs

Ability to work effectively on multiple projects simultaneously and to demonstrate flexibility and ability to handle numerous requests and assignments from different disciplines.

Ability and willingness to work in new or unfamiliar disciplines and geographic areas and willingness to research and design unfamiliar initiatives and communicate details of initiatives to stakeholders

Ability to implement and maintain systems for financial and account controls for various grant programs.

Ability to prepare reports and maintain records and files.

Ability to communicate effectively both orally and in writing.

Ability to direct the work of others effectively.

Skill in the use and care of a personal computer.

EDUCATION, TRAINING & EXPERIENCE

Graduation from an accredited college or university with a Bachelor's degree in urban planning, business administration, public administration or a related field and one to three years of community development administrative experience. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may be substituted for the required experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Illinois driver's license.